Thank you for visiting the Fairfax County Circuit Court's Appearance by PhoneTM Webpage!



Please note! Some of the forms that follow must be submitted to the Clerk of Court.



These forms and instructions are also available through the Fairfax County Circuit Court's Interactive Voice Response Line. You may request that a set of these forms be faxed to you by dialing 703-691-7320 and following the voice prompts (press 3, then 1, then 6.)



Please note! To use the Appearance by PhoneTM Program, you will also need a Service Request Form available only through ConferenceCallService. An explanation regarding the submission of this form, however, is provided in the Circuit Court's instructions that follow this page.

To obtain a **Service Request Form**, simply...

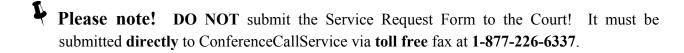


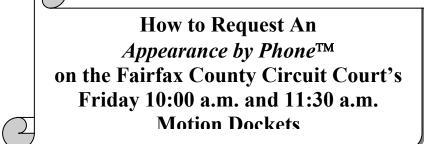
call the ConferenceCallService "Fax on Demand" Line at 1-800-839-2452 and follow the voice prompts.





visit their website at www.appearancebyphone.com and complete and submit the Service Request Form on-line!





There are 2 steps involved in requesting an Appearance by PhoneTM:

First, counsel must notify the Court

Second, counsel must complete and submit a Service Request Form to ConferenceCallService.

1. Informing the Court

If you know you will appear by phone AT THE TIME OF FILING...

Place a note line indicating "Yes" when asked if you want to appear by phone on your Friday Motions Day – Praecipe/Notice or Friday Motions Day Response/Opposition to Motion form. You must also note your time estimate on the appropriate form.

If you have a LAST MINUTE EMERGENCY REQUEST

By no later than 4:00 p.m. the Thursday prior to the scheduled motions docket, you must call the Circuit Court Chambers' *Appearance by Phone*TM Coordinator at 703-246-2880 and provide the following information: counsel's name, the name of the motion(s) in which counsel will appear by phone, which side counsel represents, the case number(s), time estimate(s) and the name of the judge hearing the motion(s). If leaving a message, be sure to include a contact phone number.



This document is available **only** through ConferenceCallService.

Whether requesting an *Appearance by Phone*TM in synch with the filing of a Friday Motions Day Praecipe/Notice or Friday Motions Day Response/Opposition to Motion, or the day before a scheduled court appearance ("last minute emergency requests"), counsel **must** complete and submit to ConferenceCallService a "Service Request Form." A *separate* "Service Request Form" must be completed for **each** motion in which counsel will appear by phone, even if multiple motions will be presented in the same case.

To obtain a "Service Request Form", either...



Call the ConferenceCallService **Fax on Demand** line at 1-800-839-2452 and follow the voice prompts. Complete the Service Request Form and fax it to ConferenceCallService, **toll free** at **1-877-226-6337**. (**DO NOT** send the Service Request Form to the Clerk's office for any reason!)

OR

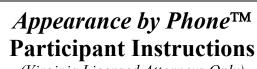


Visit their website at www.appearancebyphone.com and complete and submit the Service Request Form to ConferenceCallService on-line!

If a "last minute emergency" *Appearance by Phone*TM is requested, counsel **must** include the name of the judge hearing their motion in the space provided on the Service Request Form. This information can be obtained from the Circuit Court by calling 703-691-7320 (press 3, then 1, then "0" to be transferred to a clerk). Also, every effort should be made to inform opposing counsel of the appearance by phone, i.e. by phone, fax or e-mail.



- ▶ Upon receipt of your request, ConferenceCallService will fax to you a statement confirming that they received your Service Request Form. If you do not receive this statement within 2 hours of submitting your request, call ConferenceCallService at 1-888-527-7327 (5APPEAR).
- ConferenceCallService will **not** fax a Confirmation Statement if it receives a Service Request Form on the morning of a scheduled *Appearance by Phone*TM.
- ▶ If you requested a telephonic appearance and your case has been resolved or removed from the docket for any reason, you **must** call ConferenceCallService at 1-888-527-7327 (5APPEAR) no later than one hour before that motion was scheduled to be heard



(Virginia Licensed Attorneys Only)

- 1. <u>Please note</u>: If you are scheduled to present a motion by phone and that motion is resolved or removed from the docket for any reason, you **must** notify ConferenceCallService at least one hour before your motion was scheduled to be heard.
- 2. Approximately <u>5-10</u> minutes prior to the start of the 10:00 a.m. or 11:30 a.m. motion dockets, a ConferenceCallService coordinator will contact you at the telephone number provided on the Service Request Form. You **must** be available when called.
- 3. The judge will call the docket at 10:00 a.m. and 11:30 a.m. Depending on the length of your motion relative to the number and length of the other motions on the docket, your motion will either be heard shortly after 10:00 a.m. or 11:30 a.m. or later in the docket. The coordinator will inform you of this decision once it has been made by the judge.

If your motion will be heard shortly after 10:00 a.m. or 11:30 a.m. you will be placed on hold until the judge is ready for your motion.

If your motion will be heard later in the docket, the judge will designate an approximate "call back" time. The coordinator will inform you of this time. You will be disconnected but you will not be billed for this portion of the service. The coordinator will call you <u>5-10</u> minutes prior to the designated call back time. You must be at the phone number provided to ConferenceCallService at this time. Once contact with you has been re-established, you will be placed on hold until the judge is ready for your motion.

- 4. While on hold, feel free to use your speaker phone option if you have one. You can not hear other callers who are also waiting, nor can they hear you but the coordinator can be reached at **any time** by simply dialing "*0" on your phone pad.
- 5. You will continue to hold until your case is called. At the appropriate time, the law clerk will instruct the coordinator to put your call through and your call will be transferred into the courtroom. At this time, you **must** pick up your handset. To ensure quality reception, the use of cellular phones, speakerphones, cordless phones, and public telephone booths are **prohibited** during a telephonic appearance.
- 6. The coordinator will announce to the bench the case style and the names of the attorneys who are appearing telephonically in your motion. (Remember: It is **NOT** necessary for all counsel in a motion to appear by phone.)

Identify yourself for the record when you speak. Always use proper courtroom decorum – parties who are appearing in person and by phone can hear you as well as the judge. Remember that the judge **always** directs the order of telephonic proceedings.

- 7. Occasionally, when both parties to a case are presenting motions telephonically, the judge may ask the parties to "step out into the hall." In this situation, the coordinator will place the callers into a "subconference." This feature simply takes the call out of the queue so that further discussion can occur between the parties while the judge takes the next case in queue.
 - At anytime during a subconference, the coordinator can be reached by pressing "*0" on your phone's keypad. Be sure to press "*0" when you are ready to be transferred back to the courtroom. The coordinator will come back on line. There may be a brief wait before your call is transferred, but this should be minimal.
- 8. Upon the conclusion of a telephonic hearing, the presiding judge will either enter an order, or direct counsel for one of the parties to prepare such an order. In this event, the judge will continue the case to his or her next civil motions docket for the presentation of the order if the attorneys have not forwarded a fully endorsed order to the judge within the time frame set by the judge on the day of the telephone hearing.
- 9. When the judge indicates that your motion has concluded, disconnect the call by hanging up your receiver.
 - If, however, you will be presenting multiple motions by phone, **do not disconnect!** After the completion of your first motion, the coordinator will place you on hold momentarily until all parties to the next motion are linked together and the judge has approved the transfer. At that time, your call will be removed from hold status. Follow steps 6 through 8 from above, disconnecting only after the last motion in the last case has been heard.